

**DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-5000**

United States Army Alaska Regulation 15-1

30 September 1997

Boards, Commissions, and Committees

Equal Employment Opportunity Council

Summary. This regulation establishing the United States Army Alaska Equal Employment Opportunity Council has been revised. This regulation specifies the frequency of Equal Employment Opportunity Council meetings, who attends them, attendee responsibilities, and administrative procedures. This regulation has been revised to change some job titles and unit names.

Applicability. This regulation applies to major subordinate or separate commands and activities as designated in paragraph 5.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Equal Employment Opportunity Office, Attention: APVR-REEO.

Impact on the New Manning System. This regulation does not contain information that affects the New Manning System.

Interim changes. Interim changes to this regulation are not official unless the Director of Information Management authenticates them. Destroy interim changes on their expiration date unless sooner superseded or rescinded.

Suggested improvements. This regulation's proponent agency is the Equal Employment Opportunity Office. Users are invited to send comments and suggested improvements on Department of the Army Form (DA) 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-REEO.

1. Purpose

This regulation establishes the United States Army Alaska Equal Employment Opportunity Council, which will develop plans, procedures, and regulations necessary to achieve equal employment opportunity, and assist in developing, monitoring, and evaluating the equal employment opportunity Affirmative Action Plan. Under the direction and guidance of the United States Army Alaska Equal Employment Opportunity Officer, the Equal Employment Opportunity Council will serve as adviser (through the chairperson) to the Commanding General and top level management on such matters as maintaining effective communication about the Equal Employment Opportunity Program with the work force and community (as outlined in the equal employment opportunity Affirmative Action Plan).

2. Referenced form

DA Form 2028 (Recommended Changes to Publications and Blank Forms) is a referenced form. It is cited in the suggested improvements statement.

3. Responsibilities

a. Council members will elect a chairperson and vice-chairperson. The chairperson will notify committee members of meeting dates, times, and locations in advance.

b. The vice-chairperson will preside anytime the chairperson is absent.

United States Army Alaska Regulation 15-1

c. The Equal Employment Opportunity Council will attempt to include representatives of all ages, ethnic groups, and each gender within the work force.

d. The Equal Employment Opportunity Officer shall act as adviser to Equal Employment Opportunity Council.

e. Equal Employment Opportunity Council members will periodically extend invitations to local community organizations and minority group leaders to attend quarterly meetings.

f. Equal Employment Opportunity Council members will not act on or discuss individual or class discrimination complaints.

4. Duration

The Equal Employment Opportunity Council is permanent, unless terminated.

5. Composition

The Equal Employment Opportunity Council encompasses Forts Wainwright, Richardson, and Greely. It is composed of the personnel listed below.

a. The following unit or activity leaders:

- (1) Director of Community Activities.
- (2) Director of Public Works.
- (3) Director of Logistics.
- (4) Director of Resource Management.
- (5) Director of Plans, Training, Security, and Mobilization.
- (6) Director of Contracting.
- (7) Heads of special staff offices.

b. One civilian representative from the following:

- (1) Directorate of Community Activities.
- (2) Directorate of Public Works.
- (3) Directorate of Logistics.
- (4) Directorate of Resource Management.
- (5) Directorate of Plans, Training, Security, and Mobilization.
- (6) Directorate of Contracting.
- (7) Special staff offices.
- (8) Nonappropriated fund employees at large.

United States Army Alaska Regulation 15-1

(9) One representative from each of these serviced activities:

- (a) Cold Region Test Activity.
- (b) 813th Engineer Combat Battalion.
- (c) United States Army Entrance Processing Command.
- (d) United States Army Medical Department Activity-Alaska.
- (e) United States Army Dental Activity-Alaska.
- (f) 59th Signal Battalion.
- (g) United States Army Criminal Investigation Detachment.

c. The following personnel:

- (1) Director, Civilian Personnel Advisory Center or his/her representative.
- (2) Special emphasis program manager.
- (3) Manager of employees with disabilities.
- (4) Equal opportunity (race relations) adviser or his/her representative.

d. A representative for each employee organization having exclusive representation at each United States Army Alaska post.

e. All equal employment opportunity counselors.

f. Organizations with fewer than 10 employees have the option to send a representative. Organizations in the local community representing minorities and women will be invited to participate if they desire.

g. One military representative from the following:

- (1) 1st Brigade, 6th Infantry Division (Light).
- (2) Arctic Support Brigade.

6. Meeting frequency

The Equal Employment Opportunity Council will meet at least once each quarter by video teleconference, or at the call of the chairperson. Each designated Equal Employment Opportunity Council representative is responsible for ensuring that an alternate representative attends the meeting in his/her absence.

7. Administrative instructions

a. A recorder will be selected to prepare a record of the minutes and present them to the chairperson for administrative processing.

b. If the chairperson is absent, the vice-chairperson will approve the minutes for release. If both are absent, the Equal Employment Opportunity Officer will approve the minutes for release.

United States Army Alaska Regulation 15-1

c. The chairperson will forward minutes and recommendations to the Chief of Staff/Garrison Commander for approval within 10 working days following the meeting.

d. Copies of the approved Equal Employment Opportunity Council minutes will be distributed to the civilian work force. Two copies will be furnished to United States Army Alaska staff.

FOR THE COMMANDER:

OFFICIAL:

CHARLES R. DEWITT
COL, GS
Chief of Staff

//Original Signed//
WILLIAM F. HIGGINS, JR.
LTC, SC
Director of Information Management

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3 - APVR-RIM-ASD-WB

1 - APVR-GPA-AE (MOS Library, Assistant Directorate of Community Activities, Education Branch,
Attention: Mr. Mauer)

1 - Commander, United States Army Pacific Command, Attention: APIM-OIR
Fort Shafter, Hawaii 96858-5100